

S&MA Mission Services Technical Directive

REC'D MAR 15 2005

Control No:
0147

Org. Code:
QD40

Project Code:
DPCO

Contract #:
NAS8-00179

Originator:

Lisa Carr/QD40

Lisa Carr

Date:

3/9/2005

Office Manager's Signature:

Angelia Walker/QD40

Angelia Walker

Date:

3/10/2005

COTR's Signature:

Terry Hamm/QD01

Terry J. Ha

Date:

3-15-05

Subject:

HEI Support of Digital Photo Closeout Assessment Team

Task Description:

HEI shall assist in identifying, documenting and analyzing existing policies, requirements, procedures and processes for digital photographic recording, archival and retrieval of closeout activities in place at each contractor site as identified by QD40. HEI personnel shall also participate as a member of the QD40 Digital Photography Closeout Assessment Team as directed, and shall participate in the assessment process. This shall include:

1. Participate in team meetings as required.
2. Conduct structured face-to-face interviews on-site with contractor personnel.
3. Attend contractor presentations and facility tours.
4. Gather, organize, archive, and analyze documentation of existing requirements, processes, procedures, closeout activities and management and control systems at each contractor site.
5. Assist in producing written reports and/or presentations following each on-site assessment.
6. Assist in identifying process deficiencies, lessons learned, and process improvement recommendations.
7. Assist the Team in producing the final written report.

Deliverables/Schedules:

1. Support schedules as defined by the Digital Photography Closeout Assessment Team.
2. Review and revise reports and/or presentations following each on-site assessment trip.
3. Review and revise final written report as required.

Duration (If time limited task):

March 11, 2005 through September 30, 2005

Report Progress To: QD40 Lead for DPCO

Frequency of Report: As required